

Legal Assistant

Knowledge, Skills, Abilities, and Personal Characteristics Statements

1	Knowledge of legal concepts, terminology, principles, and procedures necessary to understand court filing requirements.
2	Knowledge of legal terminology to conduct basic legal research, including statutory, case law, legal reference, and cite-source research to assist attorneys in analyzing legal issues.
3	Knowledge of the California Style Manual and Harvard Blue Book to ensure proper formatting and citation of legal documents.
4	Knowledge of proper filing techniques to ensure court deadlines and statute of limitations are met.
5	Knowledge of local rules of court, California Rules of Court, California Civil Code of Procedure (CCP), Federal Rules of Civil Procedure, and Administrative Procedures Act (APA) to assist attorneys with determining compliance with statutes, regulations, departmental policies, and other reference materials.
6	Ability to proofread all work products to check spelling, grammar, punctuation, content, legal citations, and formatting using a computer and various forms of software.
7	Ability to recognize and identify various legal documents to categorize in an appropriate filing sequence.
8	Ability to maintain, organize, and compile information and documents from various sources in a categorical or functional order through alphabetical, numerical, and categorical systems.
9	Knowledge of office management principles, methods, and procedures to complete work assignments.
10	Ability to identify, analyze, and evaluate situations or problems to determine and implement appropriate courses of action.
11	Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
12	Ability to prioritize work assignments to ensure completion within established timeframes and by expected deadlines.
13	Ability to work independently and carry out a variety of critical and time sensitive projects without detailed instructions.
14	Ability to track and monitor pertinent activities in an organized fashion to ensure offices run efficiently.
15	Ability to work under pressure and adjust to a diverse working environment.
16	Ability to be flexible in adapting to changes in priorities, assignments, or interruptions which may impact timelines and courses of action for completing projects and assignments.

17	Ability to maintain accuracy and attention to detail while managing multiple cases, tracking deadlines, and collecting case materials.
18	Ability to identify information needed to perform work tasks, address issues, and/or serve as a basis for program/project-specific decisions.
19	Ability to work with diverse individuals to collect necessary information.
20	Ability to establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders.
21	Ability to be flexible, using tact and diplomacy when dealing with the needs, problems, and/or concerns of other department staff, outside agency personnel, and/or the public.
22	Ability to interpret policies, procedures, rules, and/or regulations to maintain compliance and/or explain to department employees, the public, vendors, and other state agencies.
23	Ability to maintain the confidentiality of sensitive and confidential information obtained through the course of completing assignments.
24	Ability to verbally communicate issues related to legal proceedings to witnesses, attorneys, and technical staff to describe steps, dates, response times, and legal requirements for various processes.
25	Ability to listen attentively to others and extract relevant information in an open exchange of ideas.
26	Ability to communicate effectively with management, staff, internal and external stakeholders, various governmental and interest groups, legal parties, and legislative participants.
27	Ability to read and understand complex legal documents (e.g., discovery documents, statutes, cases, depositions) in order to research and evaluate legal principles and procedures for summarization, interpretation, redaction, and making recommendations to departmental attorneys
28	Ability to read and interpret information and materials pertaining to departmental or program operations to apply information to program/project activities.
29	Ability to analyze correspondence to determine importance as it relates to a case, procedure, or otherwise pertinent issue.
30	Ability to reconcile discrepancies in data and information to ensure accuracy.
31	Ability to extract relevant data and information from a larger body of material to summarize for reports.
32	Ability to communicate information in writing clearly and concisely to audiences with varying levels of understanding.
33	Ability to write clear and concise instructions containing technical or legal information that are comprehensible by audiences with varying levels of understanding.
34	Ability to take accurate written notes to document information received verbally or in writing.

35	Ability to independently draft legal documents of a technical and legal nature for attorney review.
36	Ability to prepare written reports and summary sheets to itemize cases and exhibits.
37	Knowledge of basic email functions including sending and receiving messages, attaching documents, and appending carbon copies (CC) and blind carbon copies (BCC).
38	Ability to use a computer to input data, access information, and/or create materials and documents using a variety of software applications.
39	Ability to use the internet to conduct on-line research and obtain information related to policies, procedures, and resources.
40	Ability to use word processing software to prepare reports, memos, correspondence, and other job-related documents and materials.
41	Ability to use and operate a variety of basic office equipment (e.g., copiers, calculators, telephones, fax machines) in the course of completing assigned work tasks.
42	Knowledge of the function, uses, and methods of legal search engines such as WestLaw and LEXIS to conduct legal research.